Safety and Occupational Health Council

23 January 2003

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One Team…One Fight…One Goal!!!

Agenda

- ✔ Commander’s Opening Comments
- ✔ Purpose of SOHC
- ✔ Safety Metrics
- ✔ Incident Reporting
- ✔ Directorate / Office Safety Actions – Lessons Learned
- ✔ Review of Hazardous Processes
- ✔ Review of Open Issues
- ✔ Hot Topics
- ✔ Issues from Council
- ✔ Wrap Up

Commander's Opening Comments

Purpose of Safety and Occupational Health Council

Purpose of SOHC

- ✔ Forum to Evaluate Safety and Occupational Health Program Status
- ✔ Review Safety and Occupational Health Performance
- ✔ Forum to Share Safety Actions and Lessons Learned
- ✔ Forum to Address Major Issues

Safety Metrics

Frequency Rates

Calculating Frequency Rates:

Frequency Rate = (Number of Incidents) x (200,000 Hours)*

Number of Exposure Hours

*** 200,000 Hours = (100 persons) x (2000 Hours) or 1 Man Year**

Example:

Total Incident Rate = (13) x (200,000 Hours)
496,583.6

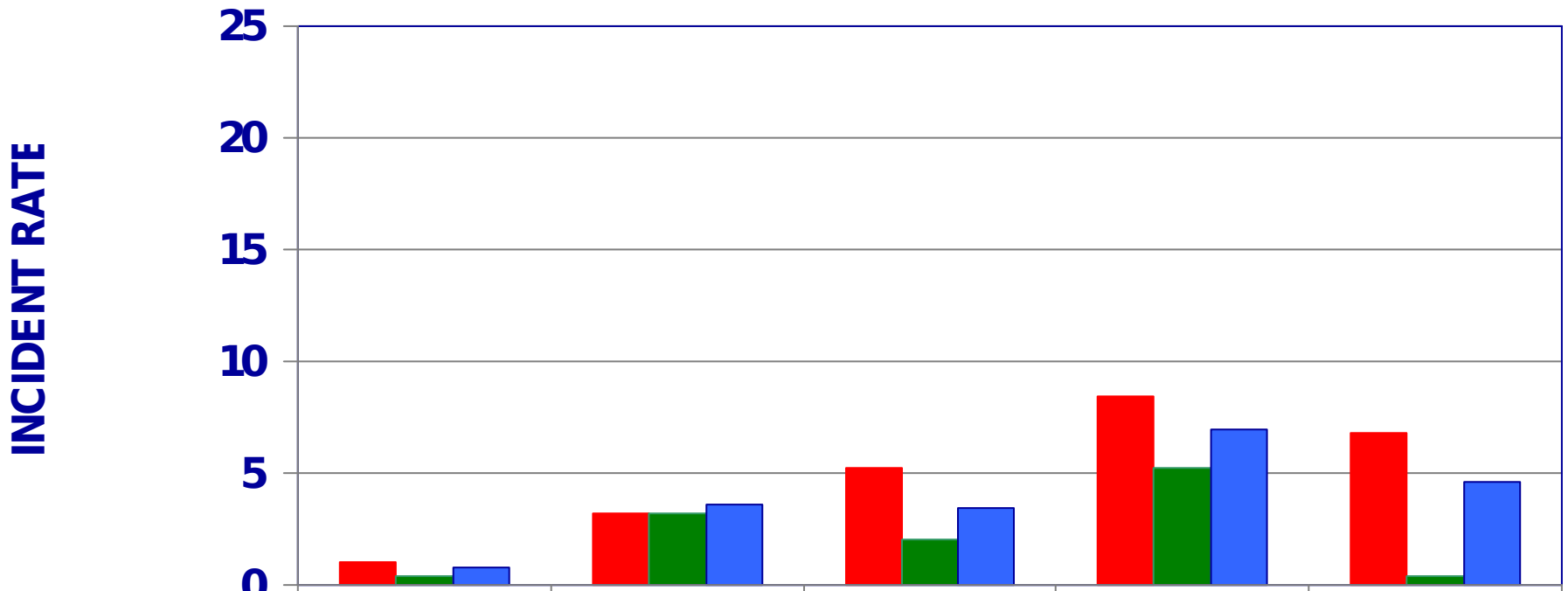
= 5.24

RIA - Cases and Frequency Rates

CASES	FY 1995	FY 1996	FY 1997	FY 1998	FY 1999	FY 2000	FY 2001	FY 2002	FY 2003
LOST TIME	72	43	45	13	21	12	14	10	1
OSHA RECORDABLE	185	115	137	53	49	45	60	41	8
FIRST-AID	120	102	81	84	81	75	60	44	5
TOTAL	305	217	218	137	130	120	120	85	13
LOST WORKDAYS	567	302	167	109	129	74	51	74	1
HOURS OF EXPOSURE	3,753,449.0	3,425,361.0	3,217,248.0	2,848,611.3	2,600,009.4	2,169,851.5	1,986,510.3	2,103,399.7	496,583.6
FREQUENCY RATES	FY 1995	FY 1996	FY 1997	FY 1998	FY 1999	FY 2000	FY 2001	FY 2002	FY 2003
LOST TIME	3.84	2.51	2.80	0.91	1.62	1.11	1.41	0.95	0.40
OSHA RECORDABLE	9.86	6.71	8.52	3.72	3.77	4.15	6.04	3.90	3.22
FIRST-AID	6.39	5.96	5.04	5.90	6.23	6.91	6.04	4.18	2.01
TOTAL INCIDENT	16.25	12.67	13.55	9.62	10.00	11.06	12.08	8.08	5.24
SEVERITY	30.21	17.63	10.38	7.65	9.92	6.82	5.13	7.04	0.40

RIA SAFETY PERFORMANCE
CEILING vs YTD vs AVERAGE
YTD DEC FY 2003

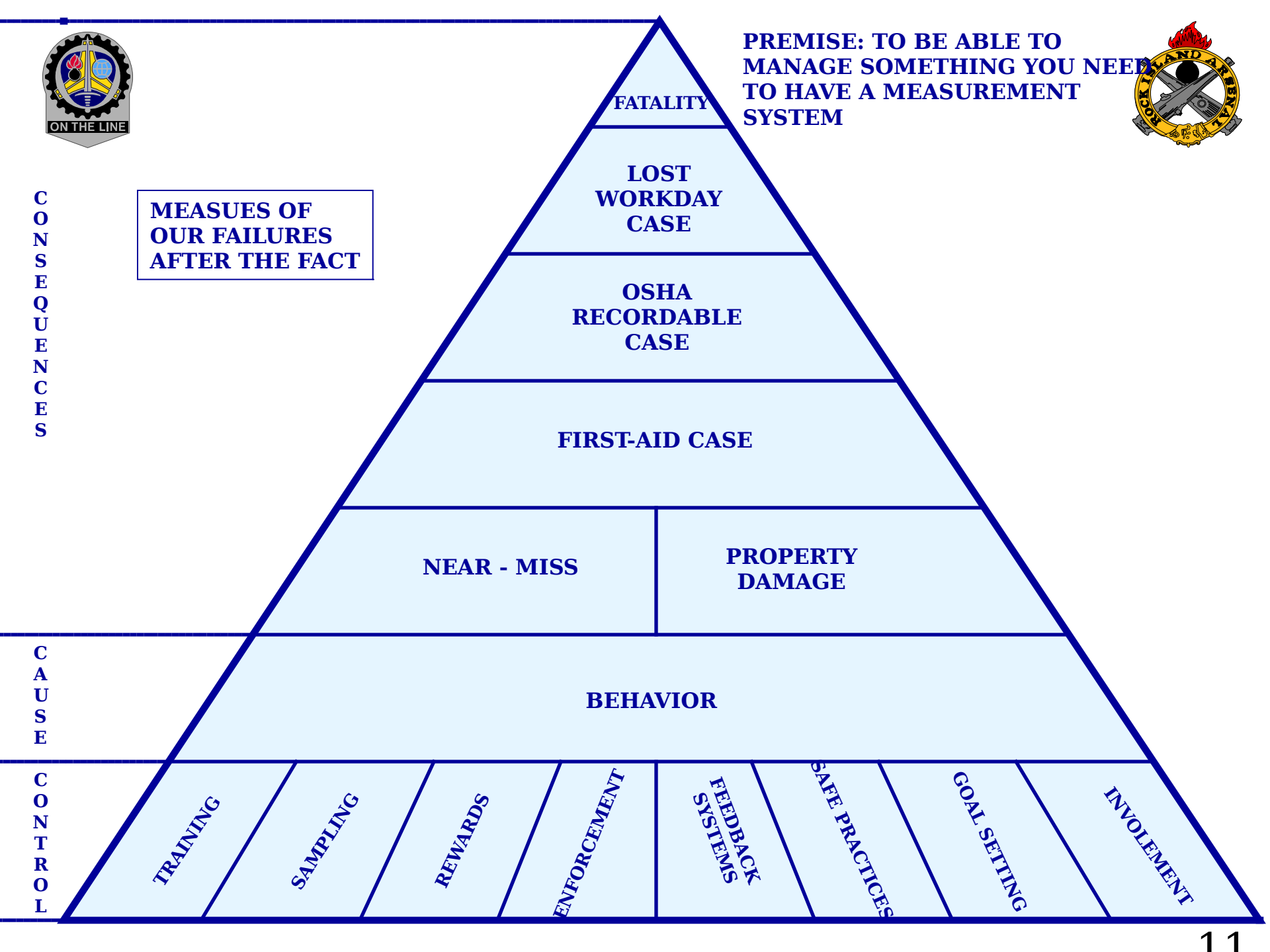
Status: Green



	LOST TIME	OSHA RECORDABLE	FIRST-AID	TOTAL INCIDENT	SEVERITY
CEILING	1.00	3.20	5.23	8.42	6.79
YTD	0.40	3.22	2.01	5.24	0.40
12 MONTH	0.76	3.56	3.41	6.96	4.64

Cases by Office Symbol

OFFICE	LOST TIME	OSHA	FIRST AID	TOTAL	LOST WORKDAYS
RIA	1	8	5	13	1
CO	0	0	0	0	0
HD	0	0	0	0	0
GC	0	0	0	0	0
IA	0	0	0	0	0
CA	0	0	0	0	0
EO	0	0	0	0	0
SF	0	0	0	0	0
QM	0	0	0	0	0
RM	0	0	0	0	0
CT	0	0	0	0	0
PW	0	0	1	1	0
PC	0	0	0	0	0
LE	0	1	1	2	0
SM	0	0	0	0	0
IC	1	6	2	8	1
ES	0	1	1	2	0
IT	0	0	0	0	0
AP	0	0	0	0	0
CF	0	0	0	0	0


PREMISE: TO BE ABLE TO MANAGE SOMETHING YOU NEED TO HAVE A MEASUREMENT SYSTEM
ON THE LINE
ROCK ISLAND ARSENAL
MEASUES OF OUR FAILURES AFTER THE FACT
CONSEQUENCES
FATALITY
LOST WORKDAY CASE
OSHA RECORDABLE CASE
FIRST-AID CASE
NEAR - MISS
PROPERTY DAMAGE
CAUSE
BEHAVIOR
CONTROL
TRAINING
SAMPLING
REWARDS
ENFORCEMENT
FEEDBACK SYSTEMS
SAFE PRACTICES
GOAL SETTING
INVOLEMENT

Incident Reporting

Reporting Requirements

- ✔ **Commander's Policy on Accident Notification – Policy Memo #B-16**
  - ➤ **"All accidents and injuries, no matter how minor or insignificant they may appear, shall be reported immediately to the appropriate leader or team delegate. The facts of these incidents will be promptly reported up the chain of leadership."**
  - **"Directors and Office Chiefs will report accidents to me and the RIA Safety Office within 2 hours of the occurrence of the accident."**

Reporting Requirements

- **Commander's Policy on Accident Notification – Policy Memo #B-17**
  - **"Accidents and injuries must be thoroughly investigated immediately after occurrence. If not, the essential facts surrounding the incident can be lost or misinterpreted. Corrective actions might then be incomplete or ineffective."**
  - **"Conduct a Safety After Accident Review (SAAR) at the accident site within 72 hours after the accident or injury."**

Directorate / Office Safety Actions and Lessons Learned

SOSRI-AP / CO

- **Safety Actions:**
  - **Held one monthly safety meeting (AP, GC, IA)**
  - **Next safety meeting scheduled 29 Jan**
- **Lessons Learned:**
  - **Cold weather safety**

SOSRI-CF

- **Safety Actions:**
  - **Monthly Safety Meetings were held for 1st Quarter for the Auto Craft Shop, Fitness Center, Outdoor Recreation, Recycling, Post Restaurant, Arsenal Club, Business Development and the Admin staff of Business Programs.**
- **Lessons Learned:**
  - **The topics discussed were:**
    - **Proper technique of setting downhill ski bindings for customers**
    - **Winter survival-blizzards**
    - **Use of safety goggles**
    - **Proper use of cardio equipment**
    - **Basic fire prevention**

SOSRI-CF

- **Lessons Learned:**
  - **The topics discussed were:**
    - Safety use of treadmills
    - Proper steps to take making emergency calls
    - Storing refrigerated and frozen food
    - Accepting meat and fish
    - Developing self inspection checklist
    - Proper procedures in jacking and lifting an automobile
    - Battery charger and power tool safety.
- **Safety Incident: Evacuation of CDC due to CO2 concern.**
- **Lessons learned: Current policies/procedures made the evacuation successful.**

SOSRI-CT

- ✔ **Safety Actions:**
  - ➤ **Monthly safety meeting held in conjunction with Office Staff Meetings. Topics Discussed:**
    - **Preventing Driver Fatigue**
    - **Walking in Winter Conditions**
    - **Wearing Seat Belts**
    - **Office Safety / Hazards**
- ✔ **Conducted internal office safety audits – results discussed/corrected**
- ✔ **Fire Department Walk Thru – Defective Heaters identified**

SOSRI-CT

- **Lessons Learned:**
  - **Office awareness of safety hazards**
  - **Winter driving and personnel safety needs**
  - **SAFETY FIRST**
- **Safety Officers:**
  - **Connie Duffy, ext. 1558**
  - **Lillie Jennings, ext. 8569**

SOSRI-EO

- **Safety Actions:**
  - **Discussion on Adults who Stop Breathing and Who are Choking**
- **Lessons Learned:**
  - **Provided hand-outs to EEO team on above mentioned subjects**
  - **Reviewed what steps to take to rescue someone who has stopped breathing**
  - **Discussed the need for a barrier to place over a victim's mouth**
  - **Reviewed the Heimlich Maneuver**
  - **EEO Safety POC will contact S/PCT about getting staff re-certified in Adult CPR.**

SOSRI-ES

- **Safety Actions:**
  - **Directorate & Division Safety Meetings, area safety checks, etc., have all been conducted.**
  - **Viewed videos “Holiday Safety at the Top of Your List”, “Preventing Slips, Trips, and Falls”, and “Crane Safety”.**
  - **Discussed improving general housekeeping.**
  - **Completed SAARs for 3 different prototype accidents: bruised finger, bruised rib, and fractured wrist.**
- **Lessons Learned:**
  - **Developed procedure to ensure lab equipment is not mistakenly left on overnight.**
  - **Work order completed, leaking pipe in bldg 210, 2nd floor.**

SOSRI-GC

- ✔ **Safety Actions:**
  - **Attending monthly Safety meetings conducted by SOSRI-AP**
  - **Participating in development of contract for safety shoe acquisition**
- ✔ **Lessons Learned:**
  - **None to report**

SOSRI-HD

- **Safety Actions:**
  - **Discussion on DWI/DUI; viewed an email sent from higher headquarters**
- **Lessons Learned:**
  - **Risk involved when people choose to drink and drive alcohol.**

SOSRI-IA

- **Safety Actions:**
  - **Attended monthly Safety meetings held by SOSRI-AP**
  - **Conducted monthly internal safety audits**
- **Lessons Learned:**
  - **Carbon monoxide and natural gas danger**
  - **Cold Weather Safety**
  - **Driving in Winter Weather Conditions**

SOSRI-IC

- ✔ **Safety Actions:**
  - **Distributed Commanders Safety Policies**
  - **Monthly Directorate/Division Safety Meetings**
    - **Fire Prevention**
    - **Winter Safety**
    - **Effects of Accidents on Our Lives**
  - **No Injuries in December**
  - **Safety Glasses**
    - **Investigating New Styles “Plain-Os”**
    - **Optional Frames for Prescription Glasses**
  - **OSHA General Industry Standards Training**

SOSRI-IC

- ✔ **Lessons Learned:**
  - **Return Transportation from Hospital**
    - **Voucher System with Cab Company**

SOSRI-IT

- **Safety Actions:**
  - **Continue to focus on safety during Directorate and Division Meetings.**
  - **Supervisors have been instructed to watch for employees suffering emotional stress due to Reduction In Force (RIF) actions affecting this organization.**
- **Lessons Learned:**
  - **Stressful work environments may become a breeding ground for potential accidents.**

SOSRI-LE

- ✔ **Safety Actions:**
  - **Completed a SAAR for range accident**
  - **Range closed until review complete**
  - **In process of rewriting range SOPs**
- ✔ **Lessons Learned:**
  - **Reemphasize weapon safety**
  - **Reissue police manual**

SOSRI-PC

- ✔ **Safety Actions:**
  - **Conducted 3 monthly meetings**
  - **Conducted 3 monthly internal safety audits**
- ✔ **Lessons Learned:**
  - **Fire safety at work, home, and TDY (hotels)**
  - **Cold injuries: descriptions, treatments, and preventions**
  - **Holiday home and work safety issues plus safety gift ideas**

SOSRI-PW

- **Safety Actions:**
  - **Continue to re-emphasize safety to PW contractors**
- **Lessons Learned:**
  - **Need for accurate as-built drawings**
  - **Make sure utilities are marked before digging**
  - **Need for dangerous pets policy**

SOSRI-PW

- ✔ **Safety Actions:**
  - **Rapid Intervention Team (RIT)**
- ✔ **Lessons Learned:**
  - **RIT is the concept of “Saving Our Own”. Members of the RIA FD attended training and have brought it back to train entire department. Valuable training in the event that a fire fighter gets trapped and needs assistance**

SOSRI-PW

- **Safety Actions:**
  - **Self-Contained Breathing Apparatus (SCBA)**
- **Lessons Learned:**
  - **The RIA FD continues to practice with SCBA on a regular basis to remain proficient in its use.**

SOSRI-PW

- ✔ **Safety Actions:**
  - **Infection Control**
- ✔ **Lessons Learned:**
  - **On an annual basis, the RIA FD is required to review Trinity's Infection Control Policy to review proper procedures in the event of contact with blood borne pathogens.**

SOSRI-PW

- ✔ **Safety Actions:**
  - **Live Burns**
- ✔ **Lessons Learned:**
  - **In November, RIA FD started to use a container box for controlled small fires with an obstacle course. RIA FD personnel practice entry while under a smoke/heat condition. All personal protective equipment is utilized, including full turnout gear, SCBA, Personal Alert Safety System (PASS) device, and our accountability system.**

SOSRI-PW

- ✔ **Safety Actions:**
  - **MACI Safety System**
- ✔ **Lessons Learned:**
  - **Throughout DoD, the MACI pumper (RIAFD's MACI is reserve Engine 2) has had many problems that resulted in injuries and deaths of Federal Fire Fighters. The problem is while the engine is pumping, it has the tendency to slip into "drive". After the recent death of a fire fighter at Ft. Rucker, safety kits were installed on our engine and all RIA FD personnel have been trained.**

SOSRI-PW

- **Safety Actions:**
  - **SOSRI-PWF working with Safety Directorate in development of extraction demonstration of personal extraction procedures in conjunction with confined space refresher training (SOSRI-ICR- Equipment Maintenance employees)**
- **Taxi contract for return transportation of employees transported by ambulance to hospital**

SOSRI-QM

- ✔ **Safety Actions:**
  - **Completed Monthly Safety Meetings**
  - **Safety Videos at all Safety Meetings**
- ✔ **Lessons Learned:**
  - **Stress in the Workplace**
  - **Fire Safety**
  - **Emergencies & First Aid**

SOSRI-RM

- **Safety Actions:**
  - **Conducted monthly safety meetings.**
  - **Continued vigilance on worksite safety and cleanliness.**
- **Lessons Learned:**
  - **Played “safety” bingo (safety specific topics)**
  - **Food safety – use of turkey deep fryers, poultry storage and preparations, and, overall safe food storage**
  - **Winter driving safety information and cold weather dressing for maximum warmth**

SOSRI-SM

- ✔ **Safety Actions:**
  - ➤ **Monthly meetings**
  - **No accidents or close-calls**
  - **Employee notification of holiday safety tips**
  - **Employee notification of winter driving tips**
- ✔ **Lessons Learned:**
  - **Attitude is everything**
    - **Focus**
    - **Take time**
    - **Take responsibility**
    - **Do the right thing**
    - **Know the risks**

SOSRI-SF

- ✔ **Safety Actions:**
  - **OSHA 10-Hour Voluntary Compliance Course for General Industry – 13 RIA employees attended (Associated Employers)**
  - **Lighting Concerns in Manufacturing Areas**
  - **Safety Glasses – reviewing “Plain-O” styles**
  - **Safety Grams to RIA Community**
- ✔ **Lessons Learned:**
  - **Emphasize incident notification process**
  - **Winter walking conditions**
  - **Winter driving conditions**

Review of Hazardous Processes

Risk Management Matrix

Hazard Severity	Hazard Probability				
	Frequent	Likely	Occasional	Seldom	Unlikely
	A	B	C	D	E
I Catastrophic	E	E	H	H	M
II Critical	E	H	H	M	L
III Marginal	H	M	M	L	L
IV Negligible	M	L	L	L	L

E - Extremely High Risk RAC 1

H - High Risk RAC 2

M - Moderate Risk RAC 3

L - Low Risk RAC 4 & 5

Recent IAQ Investigations

- ✔ **Tenants:**
  - ➤ **Building 390, 3rd Floor, AMSOS-SB (dust)**
  - ➤ **Building 350, 2nd Floor Vault, AMSOS-TD (temporary air handler with no outside air contribution)**
  - **Building 390, Basement (water damage)**
  - **Building 350, 5th Floor, AMSOS-CCE (odor in closed office)**
- ✔ **RIA:**
  - **Building 60 Museum (Dirty Ducts/Mold)**
  - **Building 56, Basement Chapel (“Mold” Odor)**
  - **Building 299, East Wall, SOSRI-ICS (Dirty Diffusers)**
  - **Other, residence**

Policy, Bioaerosols and Mold

- Airborne microorganisms (pollen, mold, bacteria) are not sampled.
- Microorganisms are ubiquitous in nature and are found in all outdoor and indoor air in varying concentrations and types.
- The deposition of microbial contaminants in buildings occurs universally.
- However, this deposition is not analogous to growth.
- Growth occurs only when moisture conditions are conducive to bacterial multiplication or fungal spore germination.

Policy, Bioaerosols and Mold

- ✔ **Control is accomplished by eliminating sources of moisture, including high humidity levels above 60%.**
- ✔ **Test for mold?**
  - ➤ **Testing results can be misleading.**
  - **It is impossible to say at what levels health effects would occur.**
  - **Therefore, it is more important to get rid of the mold rather than find out more about it.**
  - **<u>The most effective way to treat mold is to correct the underlying moisture problem and clean the affected areas</u>.**

Review of Open Actions

Review of Open Issues

Open Action	Assigned To:	Date Assigned:	Date Due:	Status:	Comments:
Automatic Electronic Defibrillator	GC, PW, PWF, RIA-OPS, SF	07 Feb 2002		On-going	2 in TACOM, 1 in Gym
Audit Checklists	SF	20 Feb 2002		On-going	Checklists being developed Audits are being performed
Master Accident Prevention Plan	SF	Nov 2001		Completed - On-going	MAPP will be updated on yearly basis
Job Safety Analysis	IC, SF			On-going	In use at various levels within organizations
Risk Management Training	SF	Oct 2003	Mar 2003	Being developed	Training will be scheduled as soon as possible
Safety Glasses	SF	29 Mar 2002		On-going	Need to implement DA Pam 40-506 and write local policy

Hot Topics

Hot Topics

- ✔ **Safety Training Requirements**
- ✔ **Risk Management Training**
- ✔ **Preliminary Incident Notification Report**
  - ➤ **User friendly option for sending additional e-mail addresses**
- ✔ **Safety After Accident Reviews**
  - **2 hour reporting**
  - **Conducting investigation within 72 hours**

Issues from the Council

Wrap Up

- ✔ **Next SOHC – April FY 2003**

ON THE LINE
ROCK ISLAND ARSENAL
CENTER FOR EXCELLENCE